

**Consultant or In-House Design QC/QA Checklist**  
**For Spec Phase**  
**FPID Number**

**PLANS:**

- \_\_\_\_\_ Checked Key Sheet(s), Component Key Sheet(s) and Utility Key Sheet(s) for correct FPID, "Year of Governing Specifications and Standards", Fiscal Year, CADD standard borders, and clarity.
- \_\_\_\_\_ Checked the Key Sheet(s) and Utility Key Sheet(s) for strung job numbers which go with the lead number [if applicable]
- \_\_\_\_\_ Checked that notes in the plans so they do not conflict with goes with notes or specs.
- \_\_\_\_\_ Checked the Trns\*port Report to make sure it has:
  - \_\_\_\_\_ Strung jobs [if applicable] to show the correct lead job number
  - \_\_\_\_\_ Proposal number (Proposal Summary of Pay Items)
- \_\_\_\_\_ Federal Funds shown on all key sheets. (when applicable)
- \_\_\_\_\_ Checked that the FPID, State Road and County is correct on all plans sheets.
- \_\_\_\_\_ Checked all plan sheet numbers and names, indicated on the Index of the Key Sheet(s) to make sure they match the respective sheets.
- \_\_\_\_\_ a, b etc sheets are ALL accounted for in the list on the Key Sheets.
- \_\_\_\_\_ If there are any blank sheets, it should indicate NOT USED on the list of sheets on the Key Sheet.
- \_\_\_\_\_ Remove previous submittal language from the Key Sheets
- \_\_\_\_\_ Checked that all sheets to make sure they have the electronic signed and sealed verbiage in the right margin (Existing Bridge Plans are exempt)
- \_\_\_\_\_ Make sure the Existing Bridge Plans are listed in the plans, in the subset folder and listed on the Sheet Index and included in the Project.pdf.
- \_\_\_\_\_ For additional Existing Bridge Plan Information refer to the FDOT Structures Manual Volume 2)
- \_\_\_\_\_ Business name, address, certificate of authorization number, Engineer of Record(s) name and license number is in the title block **on each sheet** -in accordance with the Plans Preparation Manual.

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- \_\_\_\_\_ Business name, address, certificate of authorization number, vendor number, Contract Number, Engineer of Record(s) name and license number is on the Key Sheets per PPM.
- \_\_\_\_\_ Shop drawings note is on the Key sheets.
- \_\_\_\_\_ Fiscal year on all Key Sheets
- \_\_\_\_\_ Check for PEDDS statement [located in the right margin of plans sheets].
- \_\_\_\_\_ “To be Let With” or “For financial purposes only” notes (if applicable).
- \_\_\_\_\_ Verify that all components listed on Lead Key Sheet are listed on the Sheet Index.
- \_\_\_\_\_ All other criteria / guidelines were followed as well.

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**SPEC PACKAGE:**

- \_\_\_\_\_ The correct District was used in preparing the specifications package.
- \_\_\_\_\_ The specifications handbook has been reviewed and any questions have been asked of the District Specs Office.
- \_\_\_\_\_ The preparing spec packages PowerPoint has been reviewed and any question have been asked of the District Specs Office.
- \_\_\_\_\_ All pay items on Trns\*port sheet are covered by Specification, Special Provision, Developmental Specification, Supplemental Specification, Tech Spec. Design Standards or detailed in the plans. (Pay Item Notes may be required to cover method of measurement/ basis of payment)
- \_\_\_\_\_ R/W Certification was checked for areas of contamination.
- \_\_\_\_\_ All additional specs (i.e.: Spec shown in the Construction Contract Time Memo and other special specs required, etc.) have been included.
- \_\_\_\_\_ All Developmental Specs, Tech Specs or modification to any specification, including specification listed in the Construction Contract Time and Special Provisions Memo were approved for use by the District Specs Office.
- \_\_\_\_\_ All Tech Specs have been accounted for by notes approved by the Spec Office or by final approved Tech Spec PRIOR to Production Submittal. **(The Letting could be moved if this was not done PRIOR to)**
- \_\_\_\_\_ The State Specifications website was checked for Mandatory Spec changes and included before printing off the final specifications package.
- \_\_\_\_\_ Wage Rates (if Federal Funds) obtain FL number from the website indicate in the Wage Rate Special Provision, that is in the specs package.
- \_\_\_\_\_ The Table of Contents was checked against the body of the specifications package to ensure that everything is included in both areas and matches.
- \_\_\_\_\_ The directories on the electronic files are set up properly for the electronic transmittal of the specifications package (see Directory Structure at the end of this checklist) TSP's can

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be outside the spec package file within the specs folder, because they are usually signed and sealed by others from who signed and sealed the spec package.

- \_\_\_\_\_ F.P.I.D. number is at the bottom right of the footer and if a strung job, the “etc.” has been added to the lead project number. (i.e. 123456-1-52-01, etc.)
- \_\_\_\_\_ The signatory’s were set up properly and all information filled out correctly according to PEDDS. (The HELP buttons in PEDDS will guide you as to the appropriate way of filling in this information)
- \_\_\_\_\_ The specifications package was signed and sealed electronically by the EOR in PEDDS
- \_\_\_\_\_ The electronic signature statement is added on the cover sheet, just above where the name number of pages goes, and all TSP’s as well.
- \_\_\_\_\_ All Technical Special Provisions (including JPAs) were signed and sealed electronically in PEDDS.
- \_\_\_\_\_ Electronic statement on TSP coversheet.
- \_\_\_\_\_ **NO SPECIFICATIONS, SUPPLEMENTAL SPECIFICATIONS, DEVELOPMENTAL SPECIFICATIONS, SPECIAL PROVISIONS HAVE BEEN CHANGED OR ALTERED UNLESS THE DISTRICT SPECIFICATIONS OFFICE HAS APPROVED.**

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**ELECTRONIC DELIVERABLES:**

- \_\_\_\_\_ The Initial Deliverables / Final CDs has been prepared in accordance with **ALL CADD** requirements.
- \_\_\_\_\_ The correct directory structure(s) and naming of the files were used and checked for accuracy.
- \_\_\_\_\_ The indexed Post Scripts and spec package and any TSP (if applicable) have been Signed & Sealed in PEDDS.
- \_\_\_\_\_ In the Sheet Index make sure that when you click on ALL sheets they are oriented correctly (not sidewise) and the whole sheet is viewable and link directly to the signed and sealed postscript files.
- \_\_\_\_\_ Make sure all of the Sheet Index information is filled in completely (ie: federal aid info (if applicable) PM, Firm Name etc.
- \_\_\_\_\_ Sheet Index should indicate Key Sheet not Fiscal Year
- \_\_\_\_\_ The Project and Plans/Spec (Subset) CDs/delivery have been secured / authenticated in PEDDS.
- \_\_\_\_\_ All **Signature, Authentication and Manifest documents** were signed / initialed and dated and delivered submitted with delivery. The final originals will be submitted in hard copy to the District Specs Office with the manually signed and sealed signature document.
- \_\_\_\_\_ The Electronic Data Submittal Checklist, signed by the EOR, have been submitted.
- \_\_\_\_\_ Each item of checklist was reviewed for compliance, to the CADD Manual on all Projects after July 2000.
- \_\_\_\_\_ The latest version of PEDDS was used.
- \_\_\_\_\_ The Final CDs were delivered to the District Project Manager and labeled according to the CADD Manual.
- \_\_\_\_\_ File Checker was run and any issues in **RED** or **YELLOW** were discussed with CADD Office.

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Indicates that for Plans, Specs Package and CADD was done and adhered to.

Firms Name: \_\_\_\_\_

Person performing QC check: \_\_\_\_\_

Person performing QA check: \_\_\_\_\_

Engineer of Record Signature (approved): \_\_\_\_\_

Date: \_\_\_\_\_